

CITIBANK® GOVERNMENT AGENCY/ORGANIZATION PROGRAM COORDINATOR SETUP/MAINTENANCE FORM

SECTION I INSTRUCTIONS 1. To add, delete or change Program Coordinator (PC) information, the Agency/Organization Program Coordinator (A/OPC) completes			
Sections I through III and signs in Section IV.			
Indicate the type of request:PC Setup and CitiDirect® Card Management System ID Request PC Setup but DO NOT issue a CitiDirect Card Management System ID			
PC Setup and CitiDirect Card Ma	nagement System	ID Request for view	
3. Indicate the action you are requesting:Add to PC info	Change PC i		Delete PC info
	omplete Reporting ly the items requi		Add as Alternate
PC			
4. Maintain a copy in the Approving Official and Agency/Organization Program Coordinator's files.			
5. Fax completed form to your Client Account Manager at 904-954-7700.			
SECTION II AGENCY/ORGANIZATION PROGRAM COORDINATOR INFORMATION			
The Agency/Organization shall identify below an Agency/Organization Program Coordinator (A/OPC). The Agency/Organization may also			
identify additional A/OPCs to handle account matters. A detailed description Agency/Organization Master Contract.	n of the A/OPC's re	sponsibilities may b	e found in the
Agency/Organization Master Contract.			
<u>(1)</u>			
First Name of A/OPC Middle	le Initial	Last Name (r	naximum 24 characters total)
(2)			
Business Mailing Street Address		E-mail Addres	
2001.000			
City State Zip Co	ode	Country	
(3) () (4) ()	(5)		
Business Phone Fax Number	\-'	erification Informatio	n
SECTION III REPORTING PARAM	METERS		
	<u></u>		
SECTION III REPORTING PARAM Agency/Organization Name: (6)	<u></u>		
Agency/Organization Name: (6)			
Agency/Organization Name: (6) Reporting Hierarchy: (7)			nission only.)
Agency/Organization Name: (6) Reporting Hierarchy: (7) SECTION IV (8) TERMS AND CONDITION	DNS (Signature req	uired for paper subn	• /
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ALL fields must be completed prior to submission or the form will be returned to you. Numbers in parentheses correspond to numbers on guide sheet on next page.



GUIDE TO CITIBANK® GOVERNMENT AGENCY/ORGANIZATION PROGRAM COORDINATOR SETUP/MAINTENANCE FORM

Form used to add approved A/OPCs.

Section I - Instructions

Section II - A/OPC Information

- 1. Name of Agency/Organization Program Coordinator: Program Coordinator's full name First name, middle initial and last name (maximum 24 characters total).
- 2. Business Mailing Street Address: Physical mailing address for the Program Coordinator.
- 3. Business Phone: Area code and business phone number.
- **4. Fax Number:** Area code and fax number.
- **5. Verification Information:** A/OPC to provide identification password (i.e., a control number). This will be requested when the A/OPC contacts Citibank Customer Service for assistance.

Section III – Reporting Parameters

- 6. Agency/Organization Name: Please provide complete name of agency/organization of A/OPC.
- 7. **Reporting Hierarchy:** The five-digit reporting code assigned to each level within the organizational hierarchy that defines the Cardholder's relationship within your Agency's reporting structure. Up to seven five-digit codes may be assigned to your Agency. Contact your Client Account Manager for your Agency's specific codes.

Section IV - Terms and Conditions

8. Terms and Conditions: For a change of Agency/Organization Program Coordinator, incoming and outgoing A/OPCs must sign the form. If you are adding an alternate A/OPC, the current A/OPC and the new, alternate A/OPC must sign the form.

Section V - Internal Use Only

This section is for bank use only.